

Jacky Smith, Project Manager

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Date of birth	05/10/1983	Nationality	USA
Place of birth	Orlando, FL	Driving license	Full

PROFILE	Analytical and proactive Project Manager with 20+ years of experience managing infrastructure and software development projects, with budgets ranging from \$10k to \$1.5M.		
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EMPLOYMENT HISTORY

Mar 2007 – Present	IT Project Manager, Scholastic Corporation <div>New York, New York</div> <p>Scholastic is an American multinational publishing, education and media company known for publishing, selling, and distributing books and educational materials for schools, teachers, parents, and children. As an IT Project Manager, my core activities include:</p> <ul style="list-style-type: none">Collaborating with internal and external stakeholders to gather project requirementsWorking with the Project Management Office to determine the project's human capital needsEstimating project budgets and writing all necessary documentation for approvalOverall project governance, including ensuring compliance to industry and government regulations
Jan 2002 – Jan 2007	Project Manager, Viacom <div>New York, New York</div> <p>Viacom is an American multinational media conglomerate with interests primarily in cinema and cable television. As an Project Manager, my core activities included:</p> <ul style="list-style-type: none">Spearheading software development projects, with a primary emphasis on Agile developmentTracking project timelines, deliverables, and budgetsAssessing project risks and proactively resolving issuesFacilitating morning stand-up meetings with the project scrum team
Oct 1998 – Jan 2002	Jr Project Manager, NBA <div>New York, New York</div> <p>The National Basketball Association is a men's professional basketball league in North America. As a Jr Project Manager, I assisted the project management team with a wide range of software development and infrastructure projects.</p>

EDUCATION

Dec 2000	New York University, Master of Business Administration <div>New York, New York</div>
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SKILLS	Project Management	Requirement Gathering
	Budget Administration	Resource Allocation
	Forecasting	Process Improvement
	MS Project	